

**OFFICE OF ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 11
STANDARD DISTRIBUTION OF CONTRACT DOCUMENTS
MARCH 2006**

I. BACKGROUND

This guideline is being established due to an identified need to have uniform standards for distribution of contract documents. Contract documents include contracts, task orders, purchase orders, and modifications negotiated by Harpers Ferry Center, Office of Acquisition Management.

II. PURPOSE

The purpose of this Administrative Guideline is to set forth uniform guidelines and procedures for the distribution of contract documents at Harpers Ferry Center.

III. POLICY

The procedures outlined in this guideline will be followed in the distribution of all contracts, task orders, purchase orders, and/or modifications. Attached are four standard distribution procedures.

- A. Distribution of contracts, task orders, purchase orders, and/or modifications for *Artwork*.
- B. Distribution of contracts, task orders, purchase orders, and/or modifications for *Audiovisual Products and/or Installation Services*.
- C. Distribution of contracts, task orders, purchase orders, and/or modifications for *Artifacts and/or Objects*.
- D. Distribution of contracts, task orders, purchase orders, and/or modifications for *all other products and services not mentioned above*.

A delegation memorandum to the Contracting Officer's Representative (COR) will accompany all contract awards over \$25,000. The COR is responsible for immediately signing this memorandum and returning it to the Contracting Officer.

Exceptions to this policy must be approved by the Deputy Associate Manager, Office of Acquisition Management.

STANDARD DISTRIBUTION

A. ARTWORK CONTRACTS

1. A .pdf file to the requestor on the purchase request with a cc to the COR;
2. A .pdf file to Roberta Wendel, COR for the basic Indefinite Quantity Indefinite Delivery contracts;
3. A .pdf file to HFC Artwork Coordinator;
4. A .pdf file to the Commissioned Art Collections Manager; and
5. A paper copy to the COR with a copy of his or her delegation memorandum that must be signed and returned to the Contracting Officer.

B. AUDIOVISUAL PRODUCTS AND/OR INSTALLATION SERVICES

1. **Audiovisual Products and Services that do not contain Equipment or Installation**
 - a. A .pdf file to the requestor on the purchase request with a cc to the COR;
 - b. A .pdf file to Delia Garza; and
 - c. A paper copy to the COR with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer.
2. **Audiovisual Products and Services that contain Equipment or Installation:**
 - a. A .pdf file to the requestor on the purchase request with a cc to the COR;
 - b. A .pdf file to Jeanette Fravel;
 - c. A paper copy to the COR with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer; and
 - d. If delivery is made to HFC Warehouse, a paper copy of the order will be sent to HFC Warehouse.

C. ARTIFACTS AND/OR OBJECTS

1. A .pdf file to the requestor on the purchase request with a cc to the COR;
2. A .pdf file to the Registrar;
3. A paper copy to the COR with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer; and
4. If delivery is made to HFC Warehouse, a paper copy of the order will be sent to HFC Warehouse.

STANDARD DISTRIBUTION

D. ALL OTHER DISTRIBUTION NOT MENTIONED ON PAGE 2

1. A .pdf file to the requestor on the purchase request with a cc to the COR;
2. A paper copy to the COR with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer; and
3. If delivery is made to HFC Warehouse, a paper copy of the order will be sent to HFC Warehouse.